

# UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF TEXAS



## 2012 Summer Externship Opportunity Dallas, Texas (UNPAID)

Open Until Filled

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Comprising 100 counties, the United States Bankruptcy Court for the Northern District of Texas is one of the largest federal court districts in the United States. As a component of the federal court system, The Bankruptcy Clerk's Office enforces judiciary's administrative policies related to court and case administration. The externship will introduce students to the functions of The Bankruptcy Clerk's Office and how it relates to the federal and state legal processes.

Our Dallas Divisional Manager is seeking students interested in participating in a summer externship. The program provides students interested in public administration and the legal field an opportunity to observe the functions of the federal judicial system and understand bankruptcy proceedings.

The Clerk's Office offers a professional environment and a good introduction to the federal judiciary. The externship combines regularly scheduled hours per week of training, research projects, and work experience. The Divisional Manager will work with the selected candidate (s) to determine a feasible work schedule consistent with your school's program requirements.

### **Activities include:**

- Training related to the federal court system and the bankruptcy process
- Research projects reviewing the Federal Code, Local Rules and General Orders regarding bankruptcy related matters
- Completing an analysis of notable cases within the Northern District of Texas
- Meeting with staff to learn about various functions within court operations
- Attending bankruptcy related meetings, hearings and court proceedings

**Special Projects:** Students will experience a full range of administrative support including docketing and case management duties, organizing resources for appeals, exhibits and the judge's law library, and assisting in various aspects of preparing materials for district wide trainings.

**Qualifications:**

Undergraduate students of advanced classification, graduate students and students of law, public policy, public administration, political science, business, business administration and other related areas of concentration are encouraged to apply. Furthermore, candidates must:

- Be enrolled in an approved university or college internship program or semester directed study project in a related subject matter
- Have strong PC skills, including MS-Office applications
- Have good written and oral communication skills
- Have strong research skills
- Have the ability to work quickly and accurately with detail
- Have a high energy level, initiative, and follow-through
- Have the ability to work with and learn quickly from others
- Have a professional demeanor and appearance
- Have the ability to work independently with minimal supervision

Applicants must be U.S. citizens or eligible to work in the United States. Non-U.S. citizens who wish to be considered must submit proof of employment eligibility prior to start date. Final candidates selected for this opportunity are subject to a full background investigation including fingerprint and criminal records check.

**To Apply:**

Submit a letter of interest and resume to the Dallas Divisional Manager, Jason Edwards, at [jason\\_edwards@txnb.uscourts.gov](mailto:jason_edwards@txnb.uscourts.gov).

**\*\*PLEASE NOTE\*\***

*As this opportunity is unpaid, students must arrange with their school to receive credit for this experience. Moreover, neither parking nor transportation costs will be reimbursed. THIS IS NOT A CLERKSHIP; student(s) will not perform the duties of a law clerk. If you are a law student, you cannot participate in a law firm internship concurrently with an externship in the Clerk's Office.*

*Due to the volume of applications received, we will only communicate with those individuals invited for an interview.*

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Northern District of Texas  
Dallas Division  
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